

CECO/CECW - FHWA LIAISON COMMITTEE

MEETING NOTES

February 26, 1999

Parsons, Brinkerhoff, Quade, & Douglas
Portland, Oregon

Meeting Participants: Laura Peterson, PBQD; Bill Hall, OBEC; Neal Handyside, CH2M Hill; Woody Davis, DEA; Mike Schmid, W&H Pacific; Dick Yano, OTAK; and Ron Burnett, David Hilgendorf, and Scott Rustay FHWA/WFL.

Meeting Summary:

1. Update on the formation of the new WFL A/E Team: Victoria Peters has been selected as the new A/E Team Leader. She will start work on March 22. The team will consist of four members in addition to Victoria. Two of the team members will join the team on April 1 with the other two being added during the next three months. The current plan is to initially assign 12 projects to the A/E team. Roughly half of these projects will have already been through the location and environmental clearance stage. A final decision on the A/E Team projects will be made on April 13.

2. For the upcoming year Bill Hall will chair the Liaison Committee for CECO/CECW. Victoria will be the WFL co-chair.

3. Reports from subcommittees:

The subcommittee on Proactive Management of Relationships distributed a Project Closeout Questionnaire Form that was prepared by Dwight Hardin. Suggestions for changes to the form included: Split the form in half with one part for the consultant to complete and one half for WFL; expand question 8. "Suggested Changes for Next Task Order" to include some specific questions such as "Was communication ok?; was survey data ok?; was geotech data ok?; was exchange of electronic data ok?; were meetings effective? as triggers to generate discussion. Another suggestion was to have a monthly version of the form to collect input on how the relationship is going so necessary corrective action can be taken before major problems develop. Dick Yano furnished a copy of a weekly progress report that he has found to be very successful. The recommendation was also made to focus this effort on improving the process for future task orders and on collecting data from all the forms that are submitted so general trends can be identified.

The subcommittee on Exchange Information and Improve Processes distributed Microstation, Iplot, and Geopak file listings and descriptions. (This information is attached to these meeting minutes.) A sample statement of work and spreadsheet used to estimate project effort was also distributed. This subcommittee is working towards creating standard tasks which can be used for setting up any task order and then modified to meet the particular needs of a project. Consultant representatives were asked to bring samples of Scopes of Work that they

like to the next Liaison Committee meeting for the subcommittee to review. The subcommittee reported that the WFL Geopak expert, Steve Pratt will be giving two mini sessions on the new Geopak upgrade at the WFL office on March 1 and March 3. Interested consultants are invited to attend. The next meeting of this subcommittee to review sample work statements is scheduled for April 2 at 9:00 at WFL.

The Subcommittee on work load projection was disbanded because of the process that will be implemented by WFL in selecting projects for the new A/E Team

The next meeting will be on Friday May 7 from 10:00 to noon in the WFL Alaska Conference Room.